

Penn Campus
Pre-school through 3rd grade
7540 Penn Avenue South
Richfield, MN 55423
612-866-6906



Nicollet Campus
4th through 8th grades
6720 Nicollet Avenue South
Richfield, MN 55423
612-869-5200

Blessed Trinity's Volunteers Helping to Protect God's Children

The sad fact is that child sexual abuse happens. Because of this societal reality, adults instinctively want to take reasonable precautions to aid in the protection of all children, especially from the pain caused by a sexual predator. As is so often the case--our best defense is a great offense. That is what the "Protecting God's Children" program is all about.

Volunteer's Code of Conduct Sheet (yellow sheet)

Blessed Trinity volunteers **MUST** sign the Code of Conduct sheet if they intend to volunteer, in any capacity, at Blessed Trinity this year.

Background Check (blue sheets)

Beginning with a basic criminal background check, all adults who work with Blessed Trinity children or vulnerable adults are scrutinized by having their background checked by McDowell Agency, Inc. However, this scrutiny does not include a credit check. **It is the policy of Blessed Trinity Catholic School to neither request nor review a volunteer's credit report.** Instead, we look at any criminal charges in an adult's background. Depending on the severity and nature of the crime, some adults may not be allowed to work with children or be able to handle money. (Note: If you have had your background checked at another institution, please contact that institution and ask them to send a copy of your background check to Blessed Trinity via US mail.)

VIRTUS Training Session (green information sheet)

All Blessed Trinity volunteers also **MUST** attend a VIRTUS training. The VIRTUS training assists the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. It is needed because all adults ought be a part of the solution to the problem of child abuse. Caring adults who have a "healthy suspicion" about something in their surroundings can often identify the risks to children early enough to prevent child sexual abuse from occurring. And that, after all, is what we, as a school community, want most--to protect our children from any harm **before** it happens.

What to submit?

Complete the yellow and blue forms (front and back) and submit them in a sealed envelope marked "Confidential" to the school office. Complete the purple "Driver's Information Form" (form 7) only if you will be driving minors or vulnerable adults. Please retain the pink "Summary of Your Rights Under the Fair Credit Reporting Act" (form 4) and the Harassment Policy for your records.

Questions?

- Call Ann Garland at 612-866-5089 with questions concerning the background check or VIRTUS training process.
- Call Jackie Spano at 612-869-5200 with questions about volunteering at Blessed Trinity.

Thank you for taking the time to complete these very important forms.

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PRE-SERVICE SCREENING AND RELEASE FOR VOLUNTEERS

Legal Name: _____
First Middle Last

Previous name, if any: _____
First Middle Last

Dates Used City, State Where Used

Date of Birth: _____ Social Security Number: _____ - _____ - _____

Email Address: _____

Do you have a valid Driver's License? Yes ___ No ___ State _____ DL Number _____

Current Home Address:

Street Address City County State Zip

Previous Home Address:

Street Address City County State Zip

Email address: _____

Daytime Phone number: _____ Evening Phone number: _____

1. EMPLOYMENT RECORD (list current and previous employers for the last seven (7) years).
(If you have additional home or employment addresses for the past seven years, please attach an additional sheet)

a. Employed by: _____

Address: _____
Street Address City County State Zip

b. Employed by: _____

Address: _____
Street Address City County State Zip

(Over)

2. MISCONDUCT QUESTIONS (mark your answers to the following questions).

a. Have you ever been convicted of sexual abuse, other criminal sexual misconduct, physical abuse or any other crime?

_____Yes _____No

b. Has any civil or criminal complaint or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment or sexual exploitation?

_____Yes _____No

If yes, how was the complaint resolved? _____

c. Have you ever resigned from a former job, been laid off, or discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment or sexual exploitation?

_____Yes _____No

d. Have you ever been required to obtain treatment, medical or psychological, because of allegations you engaged in abuse, harassment or exploitation of others?

_____Yes _____No

3. VERIFICATION, AUTHORIZATION AND RELEASE

I, _____, verify that I have answered the above questions truthfully, to the best of my knowledge. I understand that failure to answer the above questions truthfully, to the best of my knowledge, is grounds for termination or denial of my volunteer services for **Blessed Trinity Catholic School**, hereafter referred to as the "Organization".

I acknowledge that applications for certain volunteer positions require a background check, and I agree to execute any forms required to conduct such a search.

I authorize the Organization and The McDowell Agency, Inc and its Agents to perform an investigation into my background.

I also authorize the Organization and The McDowell Agency, Inc. and its Agents to investigate my Driver's Record, if applicable.

Driver's Record _____

Initial Here, if Applicable

If accepted as a volunteer, this authorization is valid for the duration of my volunteer service. I hereby release the Organization and The McDowell Agency from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I understand that any volunteer service is contingent upon an acceptable background check report. I understand I will be notified if my volunteer service is terminated or denied based on the background check report.

Signature of applicant

Date

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Volunteer Questionnaire and Release

Name: _____
Last First Middle

Address: _____

City State Zip

Business Phone: _____ Home Phone: _____

Volunteer Position: _____

All information submitted on this form is considered confidential and will be used only for the purpose of screening for volunteer positions. Thank you for your interest in volunteering at **Blessed Trinity Catholic School**. We appreciate your willingness to work with our minors or vulnerable adults. We know that as a volunteer you have the highest concern for those to whom you are ministering. In order to protect those vulnerable amongst us, as well as our volunteers, we ask that all volunteers in positions involving minors or vulnerable adults answer the following questions.

1. How long have you been associated with **Blessed Trinity Catholic School**? _____

2. If you have been associated with **Blessed Trinity Catholic School** less than five years, list names and addresses of other churches or schools you have attended.

3. Are you over 18 years of age? (circle one) **Yes No**

4. Do you have family members who participate in the program for which you are volunteering? (circle one) **Yes No**

5. Please list any gifts, training, education, volunteer experience, or other factors that have prepared you for work with minors or vulnerable adults.

6. I have completed FORM 7: DRIVER'S INFORMATION FORM (included in this packet) because my volunteer position will include driving. (circle one) **Yes No N/A**

7. I have received, read, and understood the Volunteer Code of Conduct form (included in this packet). (circle one) **Yes No N/A**

8. I have received, read, and understood the Blessed Trinity Catholic School Harassment Policy (included in this packet). (circle one) **Yes No N/A**

9. I have received, read, and understood the volunteer position description for this ministry (if included). (circle one) **Yes No N/A**

The information provided on this form is correct to the best of my knowledge. I understand that not answering the above questions truthfully is grounds for not being considered for a volunteer position.

I understand that in signing this document, I authorize verification of this information through communication with any person or organization noted herein. I release from liability **Blessed Trinity Catholic School** as well as any person or organization which provides such information.

I understand that policies are in place to ensure a safe environment for all participants and volunteers and I will do my best to follow the policies closely.

Signature _____

Date _____

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Volunteer's Code of Conduct

(For Volunteers within the Archdiocese of Saint Paul and Minneapolis)

As a volunteer, I promise to follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and/or vulnerable adults of the Archdiocese of Saint Paul and Minneapolis.

As a volunteer, I will:

- Treat everyone I serve with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children, youth or vulnerable adults.
- Maintain confidentiality in all matters related to normal parish/school business.
- Comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

As a volunteer, I will not:

- Touch or speak to a child, youth or vulnerable adult in a sexual or other inappropriate manner.
- Strike, spank, shake, or slap children, youth or vulnerable adults.
- Humiliate, ridicule, threaten, or degrade children, youth or vulnerable adults.
- Accept or give gifts to children, youth, or vulnerable adults without the knowledge of their parents or guardians.
- Smoke or use tobacco products while engaging in volunteer activities with children, youth or vulnerable adults.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Use, possess, or show pornographic materials to children, youth, or vulnerable adults at any time while volunteering.
- Use profanity in the presence of children, youth or vulnerable adults.

I understand that as a volunteer working with children, youth, and/or vulnerable adults, I am subject to a thorough background check including criminal history.

My signature confirms that I have read this Code of Conduct and that as a volunteer ministering to children, youth and/or vulnerable adults I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children, youth and/or vulnerable adults.

Volunteer's Printed Name

Volunteer's Signature

Date

Volunteer's Address

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123B.03 and the Minnesota Predatory Offender Registry
INFORMED CONSENT

The following named individual has made application for employment or volunteer service with an organization, **Blessed Trinity Catholic School**, which utilizes The McDowell Agency to run criminal background checks.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex** (M or F): _____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to **Blessed Trinity Catholic School** pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

Signature of Applicant _____

Date _____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to **Blessed Trinity Catholic School** any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the **Blessed Trinity Catholic School** from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

Signature of Applicant _____

Date _____

Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

I authorize **Blessed Trinity Catholic School** and **The McDowell Agency, Inc.**, a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission.

I understand a Consumer Report or Investigative Consumer Report ("Consumer Report") may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: **The McDowell Agency, Inc., 1714 University Avenue West, St. Paul, MN 55104. Phone 1-877-644-3880/651-644-3880.**

I acknowledge that I have received, read and understood the document "A Summary of Your Rights Under the Fair Credit Reporting Act."

If currently employed:

May my current employer be contacted? (mark one and initial)

____ YES ____ NO ____ N/A ____ Post Hire Only _____ Applicant's Initials

Are you applying for employment in California, Minnesota, or Oklahoma? ____ YES ____ NO

If so, would you like a copy of any Consumer Report prepared on you? ____ YES ____ NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment or the beginning of my volunteer service any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment or volunteer service. Further, I understand that by requesting this information, no promise of employment or volunteer position is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed or accepted as a volunteer by the above-named organization, this authorization will remain in effect throughout such employment or volunteer service.*

Signature

____/____/_____
Date

Full Name of Applicant (First, Middle, Last) Please Print Legibly

PLEASE READ

It is the policy of Blessed Trinity Catholic School to neither request nor review a volunteer's credit history. Please retain this Fair Credit Reporting Act.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a

potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688) .
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business:	Contact
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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Harassment Policy

1. Physical Abuse/Sexual Harassment Policy Statement
 - a. It is the policy of Blessed Trinity Catholic School to provide a learning and working environment that is safe and respectful of all persons. Therefore, no student, employee or volunteer shall be subjected to harassment of any type. This behavior compromises the safe environment of Blessed Trinity Catholic School and will not be tolerated.
2. Prohibited Behavior
 - a. State law defines sexual harassment as including, but not limited to, the following behavior:
 - i) Verbal harassment (e.g. epithets, derogatory remarks or slurs, sexual comments, jokes or stories, etc.)
 - ii) Physical harassment (e.g. grabbing or touching, gestures, unwelcome or sexually motivated physical contact, request or pressure for sexual activity, etc.)
 - iii) Visual forms of harassment (e.g. sexually explicit notes, letters, cartoons, drawings or graffiti, etc.)
 - iv) Requests for sexual favors or unwelcome sexual advances, etc.
 - b. State law defines physical abuse including but not limited to the subjection of a child to physical or mental injury, or threatened injury, inflicted by a person responsible for the care of the child. It is a physical abuse violation when that injury is other than by accidental means.
3. Procedures
 - a. Any person who alleges harassment by a staff member or student in the school may complain directly to his/her immediate supervisor, a teacher, principal or canonical administrator. Filing of a grievance or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
 - b. The principal shall conduct a timely and documented investigation of the alleged harassment. The canonical administrator or his designee may also conduct the investigation.
 - c. In the case where the alleged harasser is a school employee or a volunteer, consideration will be given to suspending the service of the volunteer or the employee (in the later case, with pay) while the investigation is conducted for harassment. If a psychological assessment is part of the investigation, the cost of the assessment may be borne by the school.
 - d. Corrective action shall be taken in each situation.
 - e. A copy of the detailed investigation report documenting interviews, conclusions and recommendations will be placed in the school harassment file.
 - f. The complainant, the alleged harasser, and parents (if applicable) will be advised of the outcome of the investigation in writing. If the outcome is unsatisfactory to either party, Blessed Trinity Catholic School grievance policy may be engaged.
 - g. The right to confidentiality, both of the complainant and of the accused will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
 - h. In all cases of harassment, retaliation against a complainant for making a harassment complaint is prohibited.
4. Consequences

- a. A substantiated charge against an employee or volunteer of Blessed Trinity Catholic School shall subject the employee or volunteer to disciplinary action, up to and including the possibility of discharge or exclusion from further volunteer activities.
 - b. A substantiated charge against a student of Blessed Trinity Catholic School shall subject the student to disciplinary action that may include suspension or expulsion, consistent with the student discipline code.
5. Mandated Reporting to Civil Officials
- a. The Law of the State of Minnesota requires that certain categories of persons are to report to civil authorities if they know or have reason to believe or reasonable cause to believe that a minor is being abused. Blessed Trinity Catholic School directs its employees who are mandated reporters to comply with the requirements of the Law. It should be noted especially that concerns should be reported within twenty-four hours to civil authorities. Furthermore, Blessed Trinity Catholic School directs all of its employees and volunteers, even those who are not mandated reporters, to report their knowledge or belief of the abuse of a child, when knowledge or belief is obtained while engaging in the ministries of Blessed Trinity Catholic School, to Hennepin County Law Enforcement, or to Hennepin County Social Services. If circumstances warrant it, a report can be made to the Minnesota Department of Human Rights (1-800-675-3704).
6. Implementation of Policy
- a. Anyone who represents Blessed Trinity Catholic School, including parents/guardians, is expected to read and understand the Harassment Policy and to certify compliance with their signature. Volunteers, parents/guardians, and school personnel are expected to annually review the policy.
 - b. The principal is responsible for enforcement of this policy, for updating information, and for keeping requested signatures on file.

**WARNING PURSUANT TO MINNESOTA STATUTES
§13.04, SUBD. 2 (TENNESSEN WARNING)**

In accordance with the Minnesota Government Data Practices Act, an individual asked to supply private or confidential data concerning the individual must be informed of the individual's rights as they pertain to the private or confidential information to be collected from the individual. Private data is that information which is available to you, but not to the public. The information collected from you, or from other agencies or individuals authorized by you, is used to determine whether to hire you or otherwise allow you to provide a service to us. You are not required to provide this information; however, under Minnesota Statutes Section 123B.03, or Section 299C.62 or the Procedures for Employee Background Checks or Volunteer Background Checks developed by the Archdiocese of Saint Paul and Minneapolis, if you do not supply the required information, you will not be considered for employment, your employment may be terminated based on the result of the background check, or you may not be allowed to provide a service to us.

The use of the private data collected is limited to that necessary for the administration and management of our hiring process or our volunteer programs. Persons or agencies with whom this information may be shared include:

1. Human resources personnel;
2. Administration employees;
3. Officers, directors or department heads;
4. Archdiocesan officials.

Unless otherwise authorized by State Statute or Federal Law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the background check report or other private data maintained on you.
2. The right to be informed as to the content and meaning of that data.
3. The right to contest the accuracy and completeness of that data.

I have read and understand the above information regarding my rights as a subject of government data.

Signature of Applicant _____

Date: _____

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VIRTUS

VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.

If you haven't been VIRTUS-trained yet, register today!

VIRTUS training sessions are conveniently located throughout the metro area. To register for a session of your choice, follow these instructions:

- ➔ Go to www.virtus.org
- ➔ Click "Registration" found on the left side of the screen
- ➔ Click "Begin the registration process"
- ➔ Select "St. Paul and Minneapolis, MN (Archdiocese)" from the drop-down menu
- ➔ Click "Select"
- ➔ Create a User ID and Password
- ➔ Click "Continue"
- ➔ Then proceed by providing the information specified. If you do not have access to the internet, please contact Melissa at 612-767-1791 to assist you with registration.

If you have been VIRTUS-trained:

Please let us know, to the best of your memory, where you were VIRTUS-trained and when you were VIRTUS-trained. Please also provide your email address, preferably the one you used to register for VIRTUS. We can conduct a search with your name and email address, to confirm your attendance.

Your Name: _____

Your Email address: _____

Place you VIRTUS-trained: _____

Month and year you VIRTUS-trained: _____

Please submit this form to the school office. Thank you!